

St. Tammany Parish Communications District

28911 Krentel Rd.

Lacombe, LA 70445

Telephone: 985-898-4911 Facsimile: 985-898-4974 Website: www.stp911.org

Finance Committee Regular Meeting Minutes

Date: October 19, 2022

Time: 10:00 a.m.

Location: 28911 Krentel Rd. Lacombe, LA 70445

Call to Order

The meeting was called to order at 10:11 am.

A roll call was ordered by the Chairman, report as follows:

Present: Merrick Tassin, Gene Bellisario

Absent: Bret Ibert

a quorum was present.

Other Attendees: Rodney Hart, Sean Spansel, Stephanie Torres, John Evans, Chad Duffaut, Matt Parish

Merrick Tassin informs the Board that he wants to add to the September 2022 Finance Meeting Minutes. Add Rodney Hart's comment saying, "It was not on the agenda and it was none of Chris Kauffman's business what the Board spends their money on."

1. Consider approval of September 2022 Finance Meeting Minutes.

Motion: A motion was made by Merrick Tassin to approve September 2022 Finance Meeting Minutes with the addition by Merrick Tassin.

Support: Gene Bellisario

Ayes: Merrick Tassin, Gene Bellisario

Nays: 0

Absent: Bret Ibert

Abstain: 0

Chairman asked for any further discussion or public comment, no response.

2. Consider Approval of September 2022 Financial Statements

Merrick Tassin states that percentage are up and down due to timing. Rodney Hart and the staff is doing well keeping expenses down.

Gene Bellisario asks about the fund balances.

Rodney Hart discusses the Reserve Funds.

A copy of the meeting minutes are available for public inspection at St. Tammany Parish Communications District, 28911 Krentel Rd. Lacombe, LA 70445 or at www.stp911.org within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

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Gene Bellisario discusses changes in the insurance and retirement for 2023. Rodney Hart states this will be discussed on a later agenda item.

Motion: A motion was made by Merrick Tassin to approve the September 2022 Financial Statements.

Support: Gene Bellisario

Ayes: Merrick Tassin, Gene Bellisario

Nays: 0

Absent: Bret Ibert

Abstain: 0

Chairman asked for any further discussion or public comment, no response.

3. Review and Discuss 10 Year Revenue and Expense Projections

Rodney Hart presents Version 1 of 10 year plan. Land lines are down 14% and cellular lines are up by 2% for 2023. Interest will also be going up in 2023.

Rodney Hart informs the board of a meeting with John Evans, Gene Bellisario and himself in regard to the recommendations from the auditing company to increase reserve funds.

Rodney Hart presents Version 2 of the 10 year projection, the changes are the Operating Reserve is increased from 25% to 42%. Long term the goal is to be at 50%. An increase in the Emergency Fund Reserve from \$1.5m to \$2.0m in 2023 with the objective of getting it to \$2.5m.

Rodney Hart states that after all of the changes to the Operating Reserve, Emergency Fund Reserve and the new building fund, the fund balance is around \$726,000.

Rodney Hart points out that in Version 2, in 2024 the tower reserve funds were showing as expense is now showing as a reserve.

Merrick Tassin asked if \$400,000 is enough for a tower.

Rodney Hart answers yes and included lighting, permits, generator.

Gene Bellisario asks when the number for the tower will be hard number.

Rodney Hart answers that early next year he will start the process of getting the permit from the FCC. It normally takes 8-9 months for the permit to be received.

Merrick Tassin says that the 2022 Budget shows Unifire only receiving \$225,000.

Rodney Hart explains that the way the contract reads, Unifire will be paid the month following the end of the quarter, leaving it in January 2023.

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Rodney Hart presents Version 3 of the 10 year projection, there is a place holder for 2025 where we reach the goal for the 50% Operating Reserve and the \$2.5 Emergency Fund Reserve. Unifire has a \$150,000 place holder for the 10 years due to the discussions had to contract Fire Dist. 1 based on call volume.

Rodney Hart speaks of the meeting with Chris Kauffman, Chad Duffaut, Merrick Tassin, Matt Parish and himself. Fire Dist 1 asked if we would consider a step program for the next contract. The contract would go into effect 2024.

Rodney Hart explains that we are trying to have all of the PSAP contracts look the same, based on call volume.

Merrick Tassin asks if the PSAP contracts are for 5 years.

Rodney Hart confirms, yes the contracts are for 5 years.

Merrick Tassin asks if they would be guaranteed that amount for 5 years.

Rodney Hart answers yes.

Chad Duffaut says that Chief Kauffman could not be here today. Chief Kauffman wants to say thank you for the meeting. Chief Kauffman has reached out to the other agencies. There are some concerns.

Chief Kauffman has Chad Duffaut ask the Board to consider paying \$200,000 instead of the \$150,000.

Rodney Hart explains that the \$150,000 is putting it in parity with the other agencies.

Merrick Tassin speaks of the increasing the radio system for another \$500,000. They have been informed that all of the consoles will have to be changed out. If Fire could set up a meeting with the Sheriff's Office to use those funds to pay for all of the consoles it would take a lot off of the fire districts.

Rodney Hart explains that the funding that went to the Sheriff's Office. The district does not buy equipment. The thought was an increase in the radio contract would assist with the console replacements. The funds are toward the system and not equipment, but should be a discussion between Fire and the Sheriff's Office.

General discussion follows.

John Evans would like to have a resolution as soon as possible.

John Evans suggests to look at 2023 \$300,000, 2024 \$225,000, 2025 \$200,000, 2026 \$150,000.

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Rodney Hart states the overall percentages of call volume between agencies has not fluctuated enough too re-do percentages.

Randy Fandal in at 10:47am.

General discussion continues.

Chad Duffaut would like to discuss it before July 2023.

John Evans says that he would love that.

James Davis in at 10:58am.

General discussion follows.

4. Review, Discuss and Consider Approval to Adjust Amounts of Reserve Funds

This agenda item was discussed along with agenda item 3.

Motion: A motion was made by Merrick Tassin to approve the Operation's Reserve from 25% to 42% and Emergency Reserve from \$1.5m to \$2.0m.

Support: Gene Bellisario

Ayes: Merrick Tassin, Gene Bellisario

Nays: 0

Absent: Bret Ibert

Abstain: 0

Chairman asked for any further discussion or public comment, no response.

5. Review, Discuss and Consider Approval of 2022 Amended Budget

Motion: A motion was made by Merrick Tassin to approve the 2022 Amended Budget.

Support: Gene Bellisario

Ayes: Merrick Tassin, Gene Bellisario

Nays: 0

Absent: Bret Ibert

Abstain: 0

Chairman asked for any further discussion or public comment, no response.

6. Review, Discuss and Consider Approval of 2023 Proposed Budget

Merrick Tassin asks about the GIS employee that needed to be hired.

Rodney Hart confirms that the employee has been hired within the original salary number.

Motion: A motion was made by Merrick Tassin to approve the 2023 Proposed Budget.

Support: Gene Bellisario

Ayes: Merrick Tassin, Gene Bellisario

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Nays: 0

Absent: Bret Ibert

Abstain: 0

Chairman asked for any further discussion or public comment, no response.

3. Adjournment

Motion: A motion was made by Merrick Tassin at 11:11am to adjourn the meeting

Support: Seconded by Gene Bellisario

Ayes: Merrick Tassin, Gene Bellisario

Nays: 0

Absent: Bret Ibert

Abstain: 0

Chairman asked for any further discussion or public comment, no response.